

3 FAH-1 H-3660 DEATH, SERIOUS ACCIDENT, OR SERIOUS ILLNESS

*(TL:POH-97; 12-30-2003)
(Office of Origin: HR/ER)*

This subchapter contains procedures, which must be followed in the event of death, serious illness, or accident. There are no regulations published in Volume 3 FAM, which specifically cover this situation.

3 FAH-1 H-3661 U.S. CITIZEN EMPLOYEES AND DEPENDENTS ABROAD

3 FAH-1 H-3661.1 Post Responsibility

3 FAH-1 H-3661.1-1 Telegraphic Report to Department

*(TL:POH-97; 12-30-2003)
(State Only)
(Applies to Foreign Service and Civil Service Employees)*

In the event of death, serious accident, or serious illness of a U.S. citizen employee (exclusive of resident employees) or dependent of such employee while abroad, the post will transmit the following information by telegram at Government expense to the Department:

- (1) Name of employee, or, in the case of a dependent, name, and relationship of dependent and name of employee, and employee's agency (State, USAID, etc.);
- (2) Place, cause (if known), and time of death, accident, or illness. If details are not known at time telegram is sent, inform Department immediately when known;
- (3) Specific instructions to notify next-of-kin, legal representative, or other person, including name and address of such person;
- (4) In case of death when there are no members of family at post making funeral arrangements:

- (a) Minimum cost of local burial, of cremation (if available), of embalming and preparing remains for shipment, of air and surface shipment of embalmed remains, and of air and surface shipment of cremated remains; and
- (b) Maximum period of time before local burial is mandatory.

3 FAH-1 H-3661.1-2 Captioning Telegram

3 FAH-1 H-3661.1-2(A) Death

(TL:POH-97; 12-30-2003)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. In case of death of a Department of State employee, or any dependent of such employee, the telegram will bear the special caption "OBIT/STATE" (see 5 FAM).
- b. Telegrams reporting the death of employees of other agencies (USAID, *Commerce*, etc.) or of any dependents of such employees must be specifically marked for the employing agency for its action (e.g., "OBIT/AID," etc.).

3 FAH-1 H-3661.1-2(B) Serious Accident or Illness

(TL:POH-20; 09-25-1996)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. In case of serious accident or serious illness of a U.S. citizen employee or dependent who is covered by the Department's Medical Program (see 3 FAM 1900), the telegram will bear the special channel caption "MED CHANNEL" (see 5 FAM).
- b. Telegrams reporting accident or illness of employees or dependents not covered by the Department's Medical Program must be specifically marked for the employing agency for its action. (The Department's Office of Medical Services has no record of individuals not covered by the Medical Program and no responsibility in such cases.)

3 FAH-1 H-3661.1-3 Further Actions

(TL:POH-20; 09-25-1996)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

a. Posts will furnish information or take action in the matters listed below:

- Deaths, disposition of remains, and personal estates of U.S. citizens (7 FAM 200);
- Allowable travel and transportation expenses (6 FAM 100);
- Proceeds of undelivered check(s) due deceased payee (4 FAM 341.2 and 4 FAM 482);
- Death benefits and claims under Federal Employees Group Life Insurance (3 FAM 3620);
- Any benefits available under the Federal Employees Health Benefits Program (3 FAM 3610);
- Payment of employee's unpaid compensation (3 FAM 3100 and 4 FAM 482);
- Lump-sum payment for annual leave (3 FAM 3330);
- Benefits payable under Foreign Service or Civil Service retirement (3 FAM 6000);
- Compensation payable for work injuries under Federal Employees Compensation Act (3 FAM 3630);
- Arrangements for burial in a national cemetery, if eligible and if desired by family.

b. See also 3 FAM 2510 for effective date of separation, 4 FAM 510 for payroll procedures, and the **Standardized Regulations** for termination of allowances.

c. Notify the Bureau of International Organization Affairs or the regional bureau (as appropriate).

3 FAH-1 H-3661.2 Departmental Responsibility

3 FAH-1 H-3661.2-1 Death

(TL:POH-97; 12-30-2003)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. It is the responsibility of the Department's Employee Services Center (*A/OPR/GSM/ESC*) to immediately notify the next-of-kin or other person designated in the post's telegraphic report in case of death.
- b. It is the Department's responsibility to assist in related matters such as disposition of the effects of the deceased, payment of unpaid compensation and Federal Employees Group Life Insurance, furnishing information regarding benefits due under retirement, etc.

3 FAH-1 H-3661.2-2 Serious Accident or Illness

(TL:POH-97; 12-30-2003)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. In a serious accident or illness case of an employee or dependent covered by the Department's Medical Program, it is the responsibility of the Office of Medical Services (*M/MED*) to notify the employing agency.
- b. It is also the responsibility of the Medical Division to notify next-of-kin or other person in accident or illness cases, if so directed by the post.

3 FAH-1 H-3662 DEATH OF LOCAL AND RESIDENT STAFF EMPLOYEES

(TL:POH-20; 09-25-1996)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

In case of death of a Foreign Service national or resident staff employee, the post is responsible for notifying next-of-kin and for rendering all necessary and appropriate assistance (see 3 FAM 7000 and post compensation plan).

3 FAH-1 H-3663 DEPARTMENTAL EMPLOYEES IN THE UNITED STATES

3 FAH-1 H-3663.1 Bureau Responsibility

(TL:POH-97; 12-30-2003)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. When a State Department employee dies, the appropriate personnel/management officer will:
 - (1) Immediately notify:
 - HR/CDA for Foreign Service personnel; or
 - HR/CSP for Civil Service personnel; and
 - (2) Furnish the Employee Services Center (*A/OPR/GSM/ESC*) with the name and address of next-of-kin or legal representative or other person to be notified.
- b. The executive director or *management officer* of the employing bureau will complete a:
 - Form SF-52, Notification of Personnel Action, and send it to HR/CDA or HR/CSP;
 - Form SF-2821, Agency Certification of Insurance Status; Form SF-2800-A, Agency Certification for Death in Service; and Form SF-2810, Notice of Change in Health Benefits Enrollment; and Form SF-3104-B Documentation and Elections in Support of Application for Death Benefits when Deceased was an Employee at the Time of Death (FERS) and send them to A/OPR/GSM/ESC.
- c. The responsible bureau should consider having two people witness and perform an inventory securing any personal items in the employee's office until arrangements can be made for the executor/executrix to claim such items.

3 FAH-1 H-3663.2 Bureau of Human Resources Responsibility

(*TL:POH-97; 12-30-2003*)

(*State Only*)

(*Applies to Foreign Service and Civil Service Employees*)

- a. *HR/CDA* or *HR/CSP* is responsible for processing the Form SF-52, *Request for Personnel Action*.
- b. A representative will be available in the Department to meet with the next-of-kin or legal representative to discuss benefits such as survivor or children's annuity, thrift savings plan and unpaid compensation.

3 FAH-1 H-3663.3 Employee Services Center (ESC) Responsibility

(TL:POH-97; 12-30-2003)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. The ESC is responsible for sending the next-of-kin or legal representative a condolence letter and advising of benefits that may be payable, such as life insurance and unpaid compensation.
- b. The ESC will provide all pertinent forms to the next-of-kin or legal representative and provide assistance in completing required forms.
- c. The ESC will make arrangements for the next-of-kin or legal representative to meet with a representative from *HR/RET* or *HR/ER* to discuss other benefits for employees.

3 FAH-1 H-3664 DEATH OF CONTRACT EMPLOYEES ABROAD

(TL:POH-094; 08-20-2003)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. In the event of the death of a Department of State contract employee while abroad, responsibility for notifying the contracting firm (when the contract is with a company) or next-of-kin (if a personal services contract) lies with the post's administrative section.
- b. The management officer may wish to seek the advice and guidance of the consular officer regarding local requirements concerning disposition of remains, etc.
- c. If the post cannot reach the contracting firm/next-of-kin, post should contact the office in the Department responsible for the contract or, if after normal work hours, the appropriate duty officer for that contracting office.
- d. In case of death of a U.S. citizen contract employee who was hired at post, section 3 FAH-1 H-3661 applies.

3 FAH-1 H-3665 THROUGH H-3669

UNASSIGNED